|  |  |
| --- | --- |
| **ComfortDelGro Group IT Risk Assessment (Policy Deviation)** | |
| **Policy for Deviation** | {{Policy}} |
| **Policy Owner** | {{Policy Owner}} |
| **Business Unit** | {{Buisness Unit}} |
| **Risk Owner** | {{Risk Owner}} |

|  |  |  |
| --- | --- | --- |
| **Deviation Details** | | |
| **Clause to be Deviated** | **Description of the Deviation** | **Compensating Control to be put in place** |
| {{%tr for item in table\_contents %} | | |
| {{item.Clause}} | {{item.Description}} | {{item.Control}} |
| {%tr endfor %} | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Considerations** | | | |
| **Residual Risk Rating**  \* Refer to Appendix (1) *Notes on Residual Risk Rating* for details | **Likelihood of Occurrence** | Choose an item. |
| **Magnitude of Impact** | Choose an item. |
| **Rating** | Choose an item. |
| **Residual Risk Rating Justification** | {{Risk Justification}} | | |
| **Considerations for acceptance** | {{Consideration for acceptance}} | | |

|  |  |
| --- | --- |
| **Risk Acceptance**  \* Refer to Appendix (2) *Notes on Risk Acceptance* for details | |
| **Date of Risk Notification** | {{date of risk notification}} |
| **Acceptance Period Up To** | {{Acceptance Period}} |
| **Next Review Date** | {{Review Date}} |
| **Additional Remarks** | {{Additional Remarks}} |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** | | | |
|  | **Name** | **Designation** | **Date** |
| **Prepared by** |  | [Example]  Business Unit IT Team member |  |
| **Consulted with (1)** |  | [Example]  Chief Risk Officer |  |
| **Consulted with (x)**  [add more rows for additional consultation] |  | [Example]  Other Business Unit Stakeholder |  |
| **Reviewed by** |  | [Example]  Business Unit IT Head |  |
| **Signed Off by (1)** |  | <Business Unit CEO> |  |
| **Signed Off by (2)** |  | <GCDO / CTO / Head of IT Infrastructure > |  |

**APPENDIX**

1. **Notes on Residual Risk Rating**

Take into consideration the adequacy & effectiveness of the existing controls in mitigating the risk

|  |  |
| --- | --- |
|  | Likelihood   * Represents the possibility that a given event will occur * Measured during the likelihood parameters   Impact   * Refers to the extent to which a risk event might affect the enterprise * Measured using the impact parameters   Rating   * Combined impact and likelihood ratings |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CDG - Likelihood Parameters** | | | | | | | | | | |
|  | |  |  |  | | |  | |  | |  |
| **Likelihood Descriptors** | | | **1 Remote** | | **2 Unlikely** | **3 Possible** | | **4 Likely** | | **5 Almost Certain** | |
| **Percentage / Probability** | | | **< 5%** Occurrence | | **5% - 25%** Occurrence | **25% - 50%** Occurrence | | **50% - 95%** Occurrence | | **>95%** Occurrence | |
| **Time to Occurrence** | | | More than **4 years** | | Between **4 to 3 years** | Between **3 to 2 years** | | Between **2 to a year** | | Within a **year** | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CDG - Impact Parameters** | | | | | | | | | | |
|  |  |  |  | |  | |  | |  | |
| **Impact Descriptors** | | **1 Minimal** | | **2 Minor** | | **3 Moderate** | | **4 Major** | | **5 Severe** |
| **Financial** | **Measured in % of PBT[[1]](#footnote-1)** | **< 1%** | | **1 - 2%** | | **2 - 5%** | | **5 - 10%** | | **> 10%** |
| **% of PBT in absolute amount** | Less than  **~ S$ 5 million** | | Between  **~ S$ 5 million to 10 million** | | Between  **~ S$ 10 million to 20 million** | | Between  **~ S$ 20 million to 45 million** | | More than  **~ S$ 45 million** |
| **Operational** | **Non-public Services** | | | | | | | | | |
| **Workplace Safety** | **-** | **First Aid treatment or short term injury** | | **Medical treatment required** or semi permanent injury or **reportable event** to relevant authorities | | **Extensive injuries or Permanent injuries** | | **Death** | |
| **Operational Downtime** | Critical operational disruption of | | | | | | | | |
| **< 1 hour** | **1 – 3 hours** | | **3 - 12 hours** | | **12 -24 hours** | | **> 1 day** | |
| **Public Transport Service** | | | | | | | | | |
| **Public Safety** | **First Aid treatment or short term injury** | **Medical treatment required** or semi permanent injury or **reportable event** to relevant authorities | | **Extensive injuries or Permanent injuries** | | **Death** | | **Multiple deaths** | |
| **Delay to Services (Train)** | - | Less than **5 mins** based on Initial Delay | | Between **5 mins to 10 mins** based on Initial Delay | | Between **10 mins to 30 mins** based on Initial Delay | | More than or equal to **30 mins** based on Initial Delay | |
| **Passengers Affected per Incident  (Train)** | - | Between **100 to 10,000 pax** | | Between **10,000 to 20,000 pax** | | Between **20,000 to 100,000 pax** | | More than **100,000 pax** | |
| **Delay to Services (Bus)** | Less than **5 mins** based on Initial Delay | Between  **5 mins to 10 mins** based on Initial Delay | | Between **10 mins to 30 mins** based on Initial Delay | | Between **30 mins to 60 mins** based on Initial Delay | | More than or equal to **60 mins** based on Initial Delay | |
| **Reputational** | **Perceived Damage to Reputation** | Reputation intact. **Internal knowledge only** | **Industry knowledge of incident**. No media attention | | Complaints publicised or negative media **coverage in local and/or international media for a short period** **(< 1 week)** | | Complaints publicised or negative media **coverage in local and/or international media for limited period  (1 - 2 weeks)** | | Major public concerns. Negative media **coverage in local and/or international media for extended period  (> 2 weeks)** | |
| **Regulatory Actions** | - | **Minor breaches** by individual employees **with no fines / penalties** | | **Formal letter of warning** and/or **fines / penalties** by regulator(s) | | **Major fines imposed** by regulator(s) and/or **investigation** instigated | | **Censure** and/or **threat of suspension** of operations and/or **termination of license** | |

1. **Notes on Risk Acceptance (minimum requirement)**
2. High or Very High risk
   * To be signed off by Head of Business and CDO
   * Risk may be accepted for a period of up to one year (maximum)
   * Accepted risk issue will be created in the Risk&Audit register and review to be performed one month before end of acceptance period
3. Medium risk
   * To be signed off by any Head of Business and CTO
   * Risk may be accepted for a period of up to one year (maximum)
   * Accepted risk issue will be created in the Risk&Audit register and review to be performed one month before end of acceptance period
4. Low risk
   * To be signed off by Business Head and head of IT Infrastructure
   * Risk may be accepted for a period of up to two years
   * Accepted risk issue will be created in the Risk&Audit register and review to be performed one month before end of acceptance period

1. PBT refers to Profit before Tax [↑](#footnote-ref-1)